

MEMORANDUM

HUMAN RESOURCES DEPARTMENT

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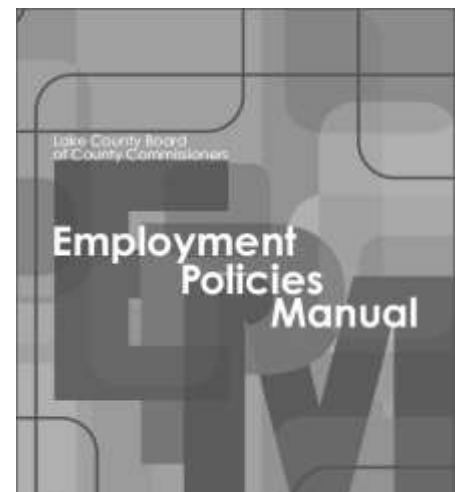
To: All BCC Employees
From: Susan Irby, Human Resources Director
Date: April 10, 2013
Subject: 3/26/13 Employment Policies Manual Amendments

On March 26, 2013, the Board of County Commissioners approved three amendments to the County's Employment Policies Manual. These amendments have been integrated into the electronic version of the Manual available on the County's intranet and internet. An outline of the amendments is as follows:

- **Amendment 1 – 6.5 Leave of Absence**
 - Minor wording and grammatical updates
 - Objective – Elaborated to include workers' compensation in the examples of compensation
 - Item A. – Leave of Absence definition changed from 2 consecutive standard workweeks to *30 consecutive calendar days*
 - Item C. – Eligibility changed from 12 months of continuous service to *completion of initial probationary period*
- **Amendment 2 – 2.1 Code of Ethics**
 - Item C.3 – Update Employee Advisory Committee to *the County Manager's established employee forum*
- **Amendment 3 – Updated Department Name**
 - Updates made throughout the Manual to change Employee Services to Human Resources

Please insert the attached packet into the space provided in the back of your Manual.

Thank you in advance for updating your Manual. Should you have any questions regarding these updates please contact Human Resources at 343-9596.



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District 2

JIMMY CONNER
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